

# Job Opportunity



## Senior Librarian

One (1) Position Available

Posting Date: December 13, 2017

### THIS MAY BE THE JOB FOR YOU!

The California State Library is seeking enthusiastic and motivated individuals interested in career opportunities. Our State Library Services Bureau, Government Publications Services has one key position open now! Under the supervision of a supervising librarian, the incumbent coordinates all aspects of the State Library's participation in the Federal Depository Library Program (FDLP), serves as the FDLP Regional Librarian for the state of California, assigns work and is team lead to librarians and support staff of the Federal Depository program, catalogs Federal publications, and provides reference service to State Library patrons.

### DESIRABLE QUALIFICATIONS

- Communicate clearly, courteously, respectfully, and sensitively, both orally and in writing.
- Work both independently and cooperatively, in a team environment, to accomplish strategic objectives.
- Work cooperatively with staff at all levels within the California State Library.
- Exhibit a positive, professional and friendly service approach while dealing with a diverse staff and patrons.
- Ability to effectively work and communicate with staff and patrons under sometimes stressful situations.

### APPLICATION PROCESS

#### Establish Eligibility

Current state employees with Senior Librarian status or lateral transfers in an equivalent class, former state employees who can reinstate into this class, or persons who are reachable on a current employment list for this class are eligible to apply. If you are not currently on the Senior Librarian list, you may take the exam here: [Senior Librarian Examination Instructions and Forms](#)

#### Apply for the Position

Complete a [STD 678](#), which is the standard state examination/employment application form, with original signature. Clearly indicate the basis of eligibility (list, transfer, or reinstatement [do not notate LEAP eligibility]) in the "Explanations" section. In addition

- Attach all required supporting documents (e.g., transcripts/diploma, resume, cover letter) to your application; and
- Mail or deliver your completed application to the California State Library

Mail

Human Resources Services Office  
PO Box 942837  
Sacramento, CA 94237

In person

HRSO Drop Box – CSL Annex  
900 N Street, 1<sup>st</sup> floor

Electronic application

Through [CalCareers - Senior Librarian](#)

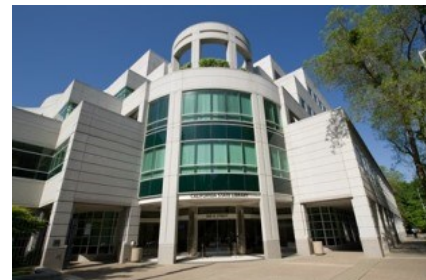
### ADDITIONAL INFORMATION

SROA/Surplus candidates are encouraged to apply. Appointment is subject to SROA/Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the [Senior Librarian Minimum Qualifications](#). All methods of appointment, including Training and Development assignments, will be considered. A 120 day candidate pool will be established for subsequent vacancies.

#### EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



- ◆ PC# 2237
- ◆ Permanent/Full-time
- ◆ \$4959— \$6206/Month
- ◆ Final File Date:  
**January 12, 2018**

Located across the street from the State Capitol, the California State Library building houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services Bureau and Administrative Services Bureau.

The State Library serves the people of California in several ways:

- ◆ It is the central reference and research library for state government and the Legislature.
- ◆ It provides non-partisan research to the Legislature and the Governor.
- ◆ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ◆ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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